



JOB ANNOUNCEMENT OFFICE MANAGER OPENING

The mission of CIRM is to support and advance stem cell research and regenerative medicine under the highest ethical and medical standards for the discovery and development of cures, therapies, diagnostics and research technologies to relieve human suffering from chronic disease and injury. The Institute funds basic, pre-clinical, clinical, and translational science to generate new knowledge that will push the field forward toward therapies and cures.

Position Summary

The Office Manager will report to the Finance Officers and the Chief Human Resources Officer, the Office Manager will oversee the front office and administrative services for CIRM. The Office Manager will be responsible for overall business/office service functions of CIRM to ensure a smooth running and efficient environment.

Minimum Qualifications

- Possession of a bachelor's degree in business administration or related field, and 5 plus years of experience in progressively responsible office management or administrative experience or an equivalent combination of education and experience.
- Demonstrated organizational and office management skills.
- Demonstrated attention to financial detail.
- Ability to work effectively in a team environment.
- Ability to negotiate effectively and possess strong analytical skills.
- Excellent oral and written communication skills and interpersonal skills.
- Excellent customer service with staff, visitors, and the general public.
- Experience with office computer applications, such as MS Outlook, Word and Excel.
- Use initiative and independent judgment in resolving operational issues within established procedural guidelines.
- Ability to lift up to 40 pounds.

Salary Range and Benefits:

The salary range for this position is \$53,456-\$80,184. The salary offered will be commensurate with the candidate's skills, knowledge and experience.

CIRM offers a competitive compensation package including a generous health care and leave time. See the following website for more detailed benefit information

<http://www.dpa.ca.gov/benefits/employeebenefits.shtm>.

The position is open until a suitable candidate is found.

How to apply: Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://www.spb.ca.gov/WorkArea/showcontent.aspx?id=1814>

to: jobs@cirm.ca.gov, 210 King Street San Francisco, CA 94107.

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.